



21st Century Community Learning Centers (21st CCLC) 2018 E-Grants Application 21st CCLC Frequently Asked Questions (FAQs)

Any questions regarding the 2018 E-Grants Application Guidance document or the application itself will be accepted by the Office of Public Instruction (OPI) *after* the competitive grant application has been opened, on February 5, 2018. OPI staff will not be allowed to have direct communication with the public regarding the RFP (refer to the E-Grants Application Communications Policy on the 21st CCLC website).

All questions must be submitted through the 21st CCLC FAQs email address OPI21stCCLCAppFAQ@mt.gov. A response to questions will be posted within this document on the OPI 21st CCLC website within 2 business days of receipt.

All questions and answers are listed below in the order they were received (with the most recent questions received at the top).

The Comprehensive Support Schools and the Targeted Support Schools lists are now posted to the GEMS website. Click [HERE](#) to access the lists.

NOTE: THE 21ST CCLC COMPETITIVE APPLICATION'S DUE DATE HAS BEEN EXTENDED TO APRIL 13, 2018 AT 11:59 PM.

PLEASE NOTE: ANY ENTITY CAN SUBMIT A GRANT APPLICATION. ALL APPLICATIONS WILL MOVE THROUGH THE PROCESS BASED ON THE SAME CRITERIA AND REQUIREMENTS OUTLINED IN THE RFP, GRANT GUIDANCE, FREQUENTLY ASKED QUESTIONS, AND SCORING MATRIX.

How do I record scores for high school level and what subject should I choose?

Applicants should use the ACT scores for high schools' assessment data. Scores should be from the reading and math assessment scores.

The high school I am applying for does not use the Smarter Balanced test? Can I use the MAPS results?

For the high school assessment scores, please use the 11th grade students' ACT scores. Work with your school district to collect the reading and math scores that reflect the percentage of students who did *not* meet proficiency in these two subjects.

Under administrative costs, it lists professional development as part of the 40% of the budget. Professional Development has its own category though under Professional Development that cannot be under 5% of the total budget. Is Professional Development added into two categories?

No, thank you for catching this duplication. Please use the Professional Development instructions indicating that **“No less than five percent of each site’s total budget must be reserved by the grantee for training, staff development, and technical assistance. Resource: U.S. Dept. of Education (You for Youth PD website); Grantees must budget to attend two regional trainings and one state conference per year.”**

I finished my needs assessment in just under 4000 characters and pasted it into the Population/Needs assessment box. However, it only allows 2000 characters (it says 4000). Should I shorten my answer or is there a way to get all the info in the box?

Thank you for bringing this issue to our attention. We are correcting the character limit in the application so that the Needs Assessment page will accept a full 4000 characters. The correction should be done by Wednesday, April 4, 2018. In the meantime, please save your answer in a Word document, and when the correction has been made you can copy/paste the answer directly into the text box.

In the following statement, can you please define what is included in local public funds? (per the following item from the Grant Guidance document.) “That the funds appropriated to carry out this part will be used to supplement, and not supplant, other Federal, State, and local public funds expended to provide programs and activities authorized under this part and other similar programs; 4204(b)(2)(G)” Can private funds be supplanted? Regardless of whether the answer is yes or no, can you please define private funds related to this grant?

An LEA may use program funds only to supplement and, to the extent practical, increase the level of funds that would, in the absence of the federal funds, be made available from non-federal sources for the education of participating students. **In no case may an LEA use federal program funds to supplant funds from non-federal sources, including state or private funds.** Private funds are defined as sources of funding typically granted or donated to an LEA by third parties, outside of general state resources, to fund specific program activities.

I need am not certain how to read the assessment score results for reading and math. Can you help me?

The assessment scores are housed within the GEMS data warehouse system. Applicants should work with their Local Education Agency (LEA) to gather this information. For additional assistance in how to read the assessment score information for the Needs Assessment section, please contact the OPIAssessmentHelpDesk@mt.gov or call 1-844-867-2569.

Please clarify. I was a bit confused about a previous question about budgeting for transportation as a consortium. Do you mean, for example, that if you only budget for a total of \$300,000 for a consortium, you can still ask for 8% of the total of allowed for the two organizations in the consortium, like 8% of \$600,000? So, that leads to my next question, what you can ask for when budgeting for 40% of administration for a consortium? Is the same guidance used as in the previous question regarding transportation? Such as, if we budget for \$600,000 total for a consortium, and we are allowed to apply for \$900,000, can we budget for 40% of the \$900,000 even if we are only asking for the \$600,000?

You can budget up to 8% of the *total amount you are requesting for the grant*. The same is true for all the categories (e.g. administration); you can budget your percentages according to the total amount being requested. For an example, if you are requesting a total amount of \$300,000.00, you can request up to \$24,000.00 (8% of \$300,000) for transportation, and up to \$120,000 (40% of \$300,000) for administration.

For consortiums, can each organization access their own google docs for APR data reporting?

Yes, the local consortium determines who will have access to which Google docs, and the state evaluator will send an invite for each designated person to access the spreadsheets.

How do I access math and reading smarter balance assessment scores for 3rd-8th grades?

The assessment scores are housed within the GEMS data warehouse system. Applicants should work with their Local Education Agency (LEA) to gather this information.

In a consortium, can the Director's hours be distributed between the different categories? Such as splitting the salary up between local evaluation efforts, professional development, and administrative costs.

How the director's time is allocated in the budget between categories is a local decision, as long as it is agreed upon by the consortium.

Our school does not have an indirect cost assigned. How do we get this?

The system will use your agency Indirect Cost Rate to calculate the IDC rate. The OPI will load the new rates in May into E-Grants once we receive the rates from each LEA. If you are awarded funding, you will be allowed to enter a budget amendment to receive your approved IDC rate. If you are not a school district, you will need to send OPI a letter with your approved IDC rate and the OPI will load the 2018-2019 rate into the system. You would then be able to submit an amendment in E-Grants to access your IDC rate. Please note, no IDC rate can be awarded higher than 8% for non-school districts.

My district has utilized the 21st CCLG for several years (we are competitive for renewal this year) and operates under a school wide Title I program. Our free or reduced numbers have fallen to 38% but we are still considered a school wide Title I school under section 1114. Can we still apply for the grant?

Yes, if your school is currently deemed a school-wide Title I program, then that school-wide designation qualifies your school for the 40% free and reduced meals eligibility; therefore, you can still apply for the grant.

Can you please send me the excel spread sheets or google docs that we need to submit our data in to you?

*The Excel Attendance spreadsheet and the Activities & Staffing Google Docs spreadsheet are only for grantees for submitting their Annual Performance Reporting (APR) for entry into the United States Department of Education's 21st CCLC APR database. However, see the link to the **"Sample Attendance, and Activities & Staffing Spreadsheets"** under the FAQ link on the website to view screenshots of the documents showing what data must be collected and reported to the OPI.*

Just to clarify, in order to apply for this grant, a consortium or agency must serve a school population listed on either the Comprehensive Support Schools and/or the Targeted Support Schools lists?

To apply for this grant, the students being served through the consortium or agency must be from the schools listed on the comprehensive support or targeted support list, or the Local Education Agency (LEA) must determine that the school is in need of intervention and support. The LEAs justification for need must be included in the Needs Assessment section of the grant application. In addition, the schools must meet the 40% free/reduced meals eligibility and the program must assure that 50% of the students attending come from the school or schools

identified in the grant application.

Is there a way we can view the application questions while pending approval to access the application?

Yes, you can begin completing the application questions by opening the Application Scoring Rubric on the first page of the 21st CCLC website, under the 2018 E-Grants Application Information. Each question in the rubric correlates to a question within the application. Save your answers, and when you receive access to E-Grants, copy/paste your answers into the appropriate text boxes in the application.

Can we use grant funds to offer 6 week summer programming for rising kindergartners that focuses on kindergarten readiness skills? (It is highly likely they will also participate in afterschool programming while in kindergarten.) There is currently summer programming for rising 1st, 2nd, and 3rd graders but not rising kindergartners.

If the students have registered and are enrolled in the participating elementary school prior to the summer programming, and the program meets all the requirements within the RfP, then the program would be permissible.

If I am a private school, how do we apply?

- 1) Request New Vendor Documents from Amanda Domino at adomino@mt.gov
- 2) Once approved, you can:
 - a) apply as a consortium with a local education agency (LEA),**Or**
 - b) Engage in a conversation with the LEA, and receive a written letter from the LEA illustrating that your school is in need of intervention.**And**
 - c) Meet the 40% Free/reduced meals eligibility for the students being served.

I have a follow-up to the response given about targeted intervention. In the answer provided, you state that “When grant monitoring occurs, the grantees will be monitored to ensure that at least 50% of the regular attendees within the afterschool program are from the targeted population.” However, in the grant guidance document, it states that we simply need to serve 50% of the targeted group. The example is given that “...if English Language Learners are the targeted population identified within the school in which you are proposing to serve, then your application must address how your program will serve at least 50% of English Language learners from that targeted school.” Which of these answers is correct? If it is the first, then it would limit our participation based on the size of the targeted group. For example, if there were 50 people in the targeted group, then according to your answer we could not have more than 100 regular attendees. Is that correct?

In order to be eligible for 21st CCLC funds, ESSA states, “that the SEA will make awards to eligible entities that serve students who *primarily* attend schools implementing comprehensive support, schools implementing targeted support, or other schools determined by the LEA to be in need of intervention or support. The OPI has interpreted the phrase “primarily attends” to mean at least fifty percent. In addition, the applicant must provide an assurance that the program serves schools with a student body of 40% or more free/reduced meals eligibility.

To clarify, 50% of the students attending a program must come from the school or schools that were identified in the application (implementing comprehensive support, schools implementing targeted support, or other schools determined by the LEA to be in need of intervention or support). In previous responses, these three categories of schools were used collectively to

define the targeted population. Therefore, during monitoring, the SEA will be monitoring to ensure that the program is primarily serving students from those identified schools. Again, the OPI has determined that primarily means fifty percent (50%). The OPI will not determine program enrollment caps. **Please note the updated response to the similar question below (3/27/2018).**

In the grant, regarding Populations to Be Served/Needs Assessment, we do not have enough entries to be served. When we click on Add Additional Schools, it does not allow more than the 10 schools we have currently added. Will we be able to add more schools?

Yes, we are having the E-Grants personnel update the page to add more rows for schools. The additional rows will be ready the week of April 1st.

When will the 2018-2019 competitive grants awardees be announced?

The competitive grant awards will be announced in early June, contingent on the OPI's receipt of the 21st CCLC award from the United States Department of Education.

I have a question regarding one of the priority point questions. The grant indicates, "The OPI shall give 10 priority points to applications submitted that (1) are, as of the date of the submission of the application, not accessible to students who would be served; or (ii) would expand accessibility to high-quality services that may be available in the community." This one does not make sense in its entirety. The first part we do not understand. Can you explain?

This language was taken directly from ESSA. 4204(i)(C) (i) and (ii). The OPI will take this section and split the scoring rubric into two sections each worth 10 points. The first section will give 10 points the application is submitted jointly by eligible entities consisting of not less than 1 local education agency receiving funds under part A of Title I and another eligible entity.

An additional 10 priority points will be awarded to applicants demonstrating that the activities proposed in the application are, as of the date of the submission of the application, not accessible to students who would be served or would expand accessibility to high-quality services that may be available in the community. To clarify, this section addresses the need to expand services to populations not currently being served by 21st CCLC programs. This could be new schools, grades, sub populations, or other targeted populations.

UPDATED: 3/27/2018 *Now that the list of schools implementing comprehensive support and improvement activities or targeted support and improvement activities under section 111(d) has been released, I can see that one of the schools we serve is on the list. The grant guidance says that we must "demonstrate how the population served within the 21st CCLC program will be comprised of at least 50% of students from the targeted population." The school that we will be serving has been designated a targeted support school based on three populations...Economically Disadvantaged, Special Education and American Indian. Do we get to choose which population we will target? Also, what exactly does "serve" mean? Do we have to have them sign up for the program? Do they need to attend regularly? Or will providing opportunities for them to participate be sufficient? And finally, will priority points be assigned because we will be serving students from this school even though we serve other schools as well?*

First, you may choose one or more of the targeted populations to serve in the program. Remember the purpose of this grant is to provide targeted intervention services to the designated populations to help increase academic performance. It is difficult to attain these goals if the identified population for services is not attending regularly. When grant monitoring occurs, the grantees will be monitored to ensure that at least 50% of the regular attendees

within the afterschool program are from the targeted **school or schools** that made them eligible to apply. As long as this occurs, the program can serve other students in the program outside of the targeted **school or schools**.

In other logic models I've completed, there was just once chart for all the activities. Because these activities are broken out by objective (and therefore there are many charts), I find myself wanting to put the same activities under several objectives. For example, "Extended Summer Library Hours" goes on nearly every page. Should every objective of the logic model list each activity that pertains to it, therefore creating a comprehensive but redundant collection of pages, or should each activity only appear once across all the objectives?

There are no requirements, but best practice would be to repeat your activities under each objective for a comprehensive view of your program services and activities.

I am trying to input our budget, and I am using Object Code 600 for supplies, but I cannot find the Purpose category that accurately reflects materials (robotics kits, etc.)

Please use Purpose Code 10 for supplies related to instruction.

I am not sure what Object Code and Purpose Category to use for Grant Evaluation.

Please use Object Code 300 for contracted services if you are hiring an outside evaluator and Purpose Category 23. If you are writing evaluation into an existing employee's functions, you would use Object Code 100 and purpose code 23. Remember for every 100 Object Code you also need to allocate benefits under Object Code 200.

Can we put in for indirect costs? At the bottom of the page it says it is allowed, but I cannot put numbers in the boxes, and when I enter an amount on the right hand total column, it won't save.

The system will use your agency Indirect Cost Rate to calculate the IDC rate. The OPI will load the new rates in May into E-Grants once we receive the rates from each LEA. If you are awarded funding, you will be allowed to enter a budget amendment to receive your approved IDC rate. If you are not a school district, you will need to send OPI a letter with your approved IDC rate and the OPI will load the 2018-2019 rate into the system. You would then be able to submit an amendment in E-Grants to access your IDC rate. Please note, no IDC rate can be awarded higher than 8% for non-school districts.

Why are their two identical Needs Assessment questions?

The fact that there are two identical Needs Assessment questions is an oversight. We did not delete the one under the Program Operations page because some applicants had already answered in both places, and we did not want to delete any potentially important information. You can answer the question on the Population/Needs Assessment page only. On the Program Operations page, make a note that the answer is on the Populations/Needs Assessment page.

I have typed the Logic Model 3 times now... it has taken hours. When I save it, I lose random information. The first time I failed to print it so had to do most of it all over. The second time I printed it so had something to copy, same with the third time. I don't know what to do. Can I scan the printed copy in my documents and attach it that way? I really need to move on to actually writing the grant.

If the completed Logic Model will not save, you can print the document, scan it into your documents files, and then upload it into the application.

Will it be possible to upload more than 1 MOU?

Yes, you can upload more than one Memorandum of Understanding (MOU). MOUs must be uploaded one at a time, and each one can not be larger than 3MB.

My questions are related to transportation. I have a budget using the grant guidance. After we did the budget we also read that only 8% of the budget can be used for transportation. I am confused by this and maybe I am not understanding the budget breakdown but if that is the case then I can only put in for \$9000.00 say for transportation and the whole year of transportation for after school and running a summer program will say cost \$38000.00. I do not understand how this works. One of the schools in the consortium has no bus or transportation to their school other than the parents, so transportation will help make this program even stronger than it is...so how do we figure the transportation portion of this budget?

When calculating the 8% for transportation, you may budget up to 8% of each organization's funding within the grant application. Each organization within an application may be funded up to \$300,000.00; Therefore, transportation funds can be budgeted up to \$24,000.00 per organization. The grant guidance will be updated to clarify this information.

I wanted to find out if you use external grant reviewers for the upcoming 21st CCLC grants?

We are using a third-party reviewer to score our applications. We will pass on your question to them.

One of the schools that I am applying for to become a site does not do the Smarter Balanced test. Can I use the MAPS results instead?

All public and accredited private school students, grades three – eight, are required to take the English Language Arts and Math assessments in Smarter Balance, and fourth graders are required to take the CRT science assessment in Smarter Balance.

When completing our budget do we calculate a one-year budget, or do we show funding for five years?

When completing the budget, calculate a one-year's budget.

Can the fiscal agent set up 21st Century reimbursements to other organizations in the same consortium as contracted services?

No, the fiscal agent needs to set up 21st CCLC reimbursements to other organizations in the same consortium using the individual budget codes applicable to the items being listed. For example, supplies, salaries, benefits, transportation, etc. Under the Budget Break-Down tab, provide budget details in each category for each organization within the consortium. For example, for each center, list the Salaries and Benefits for each employee within that center.

I rescued the program from X School and have been working with them since October to build it up. We have 17 enrolled students (up from 6) and are considering a summer program. Is the 21st century grant something we can apply for? I have attempted to maneuver the website, but am having difficulties.

For information on eligibility for the 2018 21st CCLC E-Grants application, on this website under ["2018 E-Grants Application Information"](#), please read the ["2018 Grant Guidance Document"](#), watch the ["Request for Application"](#) webinar (to the right on the website), and read the answers in this FAQ document. Then if needed, send additional questions to this FAQ email address

(see email address above).

I currently receive funding for a PK-12 school district. I have one center located in the elementary school, but my attendance has grown and I need to add another employee and location. I would like to, with the new grant process, open a second site for grades 6-12 in our high school and continue our first site for grades PK-5 in the elementary. Would this be considered adding a site, population, or programming to meet the requirements for bonus and priority points, or could this be considered a consortium of the two schools within the district.

Also, could adding transportation be considered expanding accessibility to the programming?

Since this is a new grant application, you may increase the budget request; however, since a program serving this population (PK-12) has existed in previous years, no bonus points would be awarded.

There is a section to address transportation in the application, and it is counted within the base points; therefore, no bonus points will be awarded for transportation.

How should the logic model link together the various activities of sites in a consortium? Although the goals are the same, how they are reached may be different from site to site. Under the "Local Level Activities" column, should activities be listed under each individual school? Or should activities be listed, with participating school listed underneath?

Although either format is acceptable, for the grant readers' clarity, it would be best to list activities under each school (center).

If a grant proposal is not fully funded, how will applicants know which sites/strategies/budget items should be removed? Will we receive explicit feedback from OPI, or will that be at the discretion of the applicant?

The OPI would notify the applicant of any budget items that are dis-allowed per grant guidelines; then it would be at the grantee's discretion where to make other cuts to the budget.

When establishing a consortium can all other revenue sources such as any parent fees, fundraising and donations, etc., with the exception of 21st Century grant funds, be processed and managed by their respective school district's clerks? Keeping all financial transactions through the Authorized Rep confined to only 21st Century funds?

- 1) Yes; however, all fiscal arrangements must be defined within the consortium's Memorandum of Understanding (MOU).
- 2) Detailed records must be kept for all fees collected and spent, and be available for monitoring by the OPI.
- 3) All fees collected must be spent within the same fiscal year (July 1- June 30).

Can you please clarify the difference between a center vs. a site? If a school is listed as one school even though they are located in two different buildings, would they be considered one center for afterschool programming? Or would that be considered two centers? Example: the school is listed as "Smith Elementary" for grades K-2; Kindergarten are located in one school building and 1st & 2nd grades are located in another building across town. Afterschool programming is being held in both locations.

The site for a grantee is the fiscal agent of the grant. The centers are the physical locations where the programming occurs. Therefore, if Smith Elementary's afterschool programs will be in different physical locations, they would each be a separate center. For example, Smith

Elementary Kindergarten Center, and the Smith Elementary 1st & 2nd Grades' Center.

If a grant is awarded to a consortium for less than the amount requested, will OPI make the determination as to how much each organization in the consortium receives or will that be up to the members of the consortium? For example, if School A's population comprises 70% of the population to be served and School B's population is 30%; then the funded amount would be dispersed according to those percentages?

If a grant is awarded to a consortium for less than the amount requested, it is up to the members of the consortium to determine how much of the funding is distributed to each of its organizations.

How do you answer the information regarding free/reduced lunch percentage when you have a private school that does not have that information?

If you are applying as a consortium with a private school, use the free/reduced lunch eligibility percentages from the main applicant (public school) of the grant.

On the E-grant application under Program Operations Details/Programs Operations there are no instructions. Are they available?

We are working to have the instructions uploaded on to the page. These instructions explain how to complete the page. If you have specific questions regarding one of the topics on the page, please re-submit a specific question in regard to that topic.

I am just trying to figure out if we are eligible to apply for the 21st Century Community Learning Center grant. We are a private school, but we are within the district of a public school. Online we read that only one grant per school district is granted but since we are not affiliated, does that still stand?

Yes, that answer still stands. A private school may avoid competing with a local public school by applying for the grant as a *consortium* with the local public school. The ESSA law states that applicants must provide “*an assurance that the program will target students who primarily attend schools eligible for schoolwide programs under section 1114 and the families of such students*” ESSA 4204(b)(2)(F). Creating a consortium with the local public school enables the applicant to ensure that most of their participants attend schools eligible for programs under section 1114.

If you choose not to apply as a consortium with the public school, then the ESSA law states that the State educational agency will make awards to “*other schools determined by the local educational agency to be in need of intervention and support; and the families of such students*” ESSA 4203(a)(3)(A)(II). This is the section that enables a local public school to recommend a private school or other school, in need of intervention, who would otherwise not fall under section 1114.

Under Partner Agency Section, regarding coordination with federal, state and local programs, please advise on how we are to approach this question regarding public resources?

When reading the question in the application, please read as follows: Please demonstrate how the proposed program will coordinate Federal, State, and local programs and make the most effective use of **these** public resources.

In reading Question #6, Management and Capacity to Implement the grant, the question is not fully addressed in the scoring rubric. Student recruitment strategies as stated in the grant application is not a required element in the scoring rubric. Is this an error or should the scoring

rubric reflect the instructions of the question?

Thank you for bringing this to our attention. We have corrected the scoring rubric to reflect the instructions of the question.

Our school is currently in a reauthorization period for 21st Century. We currently do not have the free and reduced lunch numbers to qualify. So, we are looking for options. If our number are near 40% can we still apply? Do you have a list of schools looking to form consortiums? Geographically, is there any limits to school we could or could not partner with to form a consortium? For example, could a Billings school form a consortium with a Missoula school?

If your free and reduced-price lunch eligibility counts are lower than 40%, you cannot apply for an application as your own entity; however, you can apply as a consortium with another school whose free and reduced-price lunch eligibility counts are greater than or equal to 40%. It is the responsibility applicants to search and coordinate with other schools to form a consortium. As a consortium, you must create a Memorandum of Understanding (MOU) that describes all the agreements between the entities (Listen to the 21st CCLC webinar at 6:32 minutes for information on what is needed in the MOU). The OPI does not have a list of schools wishing to form a consortium. There are no geographical limits for creating a consortium; however, again please note the requirements within the MOU.

Well I am not sure where to even begin with the new grant application. Can you direct me to where I even begin?

Once your school's Authorized Representative has provided you access to work on the application, you can create a new application in the E-Grants system through the following steps:

1. Logon to E-Grants with your user name and password
2. On the Menu List page, select "EGrants Access/Select"
3. On the "Organization Search Results" page, click on the radio button in front of the school or organization name that you want to use to create a new application
4. Click "Select"
5. On the E-Grants Access Select page, next to the "Select Fiscal Year", click on the drop-down arrow and select "2019"
6. Under "Available", select the **"Title IV-B: 21st Century"** application
7. In the text box, enter the name for your new grant application
8. Click on the drop-down arrow in the "Select Project" text box and click on the option provided.
9. Click Create. This will open the application for you.
10. After you log out of the system the first time and then re-enter into the application to continue your work, you will need to go to the "E-Grants Access Select" page (steps 1-4), and enter the current fiscal year (2019). The 21st CCLC application you created will show under the "Competitive Grant" section.
11. Click on the arrow to the left of the application, and click "Open"

Do you have a guidance logic model template for the 21st century grant or do we come up with one of our own? How can I get the template?

The Logic Model template for the application can be found under the *File Uploads* tab. There is a link to open the Logic Model on the page. You can download the document, complete it, save it, and then upload the document back into the *File Uploads* tab.

On the grant Allocation Tab, it appears that I cannot add any figures. I thought that when I added figures to the Budget Tabs they might populate to the Allocation Tab but that is not the case. Are we to add figures to the Allocation Tab and if so how do we accomplish that?

The allocations page is automatically populated by the OPI upon award. The applicant does not enter any data into this tab.

What are the stipulations for paying the Administration of the School district (Authorized Representative) a stipend for their involvement in Supervising the Grant Director? If they are allowed to be paid a stipend, is there a maximum dollar amount they are allowed?

On our website, please review the Request For Application (RFA) webinar information concerning supplementing vs supplanting (slide at 15:50 minutes) to be sure the additional salary would not fall under the supplanting restriction. If not, it would be allowed, but please note that time and effort records will be used during monitoring to ensure that the time billed against the grant is in alignment with the supervisor's role. Whether this is billed as a stipend or incorporated into their salary is decided on by the school district.

As a private school, why is the district we are in responsible for stating whether we have a need for intervention - which determines if we can even apply for 21st century? The district we are in can directly compete for funding.

A private school may avoid competing with a local public school by applying for the grant as a consortium with the local public school. The ESSA law states that applicants must provide "an assurance that the program will target students who primarily attend schools eligible for schoolwide programs under section 1114 and the families of such students" ESSA 4204(b)(2)(F). Creating a consortium with the local public school enables the applicant to ensure that most of their participants attend schools eligible for programs under section 1114.

If you choose not to apply as a consortium with the public school, then the ESSA law states that the State educational agency will make awards to "other schools determined by the local educational agency to be in need of intervention and support; and the families of such students" ESSA 4203(a)(3)(A)(II). This is the section that enables a local public school to recommend a private school or other school, in need of intervention, who would otherwise not fall under section 1114.

Does the \$300,000 maximum per organization represent the total annual amount that an organization can receive for all of its 21st CCLC grants, or is it the maximum strictly for a new grant awarded under this competition? (My organization has 2 current 21st CCLC grants that have a future expiration date – can I still apply for the full \$300,000 for a new grant?)

The \$300,000.00 maximum per organization represents the total annual amount that an organization can receive for all its 21st CCLC grants. Within one organization, if Grant award A = \$100,000.00 and Grant award B = \$50,000.00, then an application funding amount for a new grant, Grant C, may be for up to \$150,000.00. Please see the webinar slide on Grant Award Amounts under "Grant maximum per organization".

If funds are requested by an applicant for a collaborating organization (i.e. school, other agency, etc.) for services specific to the successful completion of this project, are those subcontracted funds counted in the \$300,000 received by the applicant organization?

Yes, those subcontracted funds are counted in the \$300,000 received by the applicant organization. The budget includes all costs for running the project including any sub-contracts.

We cannot access the planning tool in EGrants, which says we have to complete first, it says its not open yet. What do we do?

21st CCLC grant applicants *do not complete the “planning tool”* that is in red at the top of the application when it first opens. This is for a different program.

We are looking for the 'Partnership Signature Form' and currently not finding that within the resources we are checking - can you please direct me to the appropriate location? This would be the document for consortium's to both sign, correct?

No, the document that an applicant applying as a consortium needs to submit is a Memorandum of Understanding (MOU) created by and agreed upon by all partnering organizations who will be a part of the consortium. Only those applicants who are applying as a consortium need to submit an MOU. The Office of Public Instruction (OPI) does not supply a template for the MOU. Items to consider in drafting the MOU include staffing agreements, data collection and reporting agreements, confidentiality, workers compensation agreements, fiscal agreements, hiring protocols and procedures, and any other items deemed necessary for actively collaborating as a consortium. Once the MOU has been created, it should be saved on the applicant's computer, and then uploaded into the File Uploads page under “Partner Agency Memorandum of Understanding”.

The Partnership Signature Form (The Collaboration Signature Page) is required by all applicants, and it contains all partners with your program who have agreed to provide a service to your program sometime during the year. Examples may be 4-H, Local Rotary Clubs, Local private entities, community members, and any other persons who may contribute to your program.

If a proposed consortium consists of three schools (School A, School B, and School C), and the primary school's (School A) population comprises 60% of the total enrollment of all three schools combined and meets the eligibility criteria, is the consortium eligible for funding even if Schools B and C do not meet all the eligibility criteria (specifically the 40% F/R meal rate)?

If you are applying as a consortium, the primary school (the school population that comprises at least 50% of your total enrollment) must meet the eligibility criteria outlined on slide 13 of the Application Guidance Webinar (posted to the OPI 21st CCLC website).

How do I "submit intent to apply" for the 21st Century grant? We currently have the grant with another school, but we are up for re-application, and I am the one doing the application this time around.

If you are currently a 21st CCLC grantee, and you are applying for a new grant, you do not need to submit an “Intent to Apply”. You can create a new application in the E-Grants system. Please follow the directions under the question (currently on pages 6 & 7), “*I understand that we need to login to E-grants to access the grant application. Where do we go from there?*”

I would like to put in my intent to apply for the 21st century grant, but I have no idea where to go. I currently do not have access to EGrants, but I can get access if that is necessary.

If you are a new school district who wants to apply for the 21st CCLC grant, you can receive access to the application through your local district's Authorized Representative (AR). The AR can request a “New User” to access EGrants on the Welcome page, under the LOGON section. Once you have been provided access to the application, you may create a new application. For instructions on how to create a new application, please see the question below, “*I understand that we need to login to E-grants to access the grant application. Where do we go from there?*”

How will partners in the consortium share data confidentially? Will there be an option through E-Pass?

Yes, partners in consortiums may share data confidentially through the ePass secure email system; however, **please note:** any time student level data is being shared, please contact your school district's superintendent for information on the local district's policies and procedures. In addition, all staff handling confidential student information should be trained in the [Family Educational Rights and Privacy Act \(FERPA\)](#).

If the Authorized Rep (AR) submits a request for another individual (in the consortium) to have access to the grant application, can the permissions be for the 21st CCLC grant only and not the entire school districts grants?

If the AR submits a request for another individual (in the consortium) to have access to the grant application, the permissions will extend to the entire school district's grants. The permission cannot be limited to only the 21st CCLC grant application.

If every site in a consortium is paying a different salary, do we have to break down each site's salaries and benefits in the budget narrative or can we do a lump sum staff budget for each site?

If every site in a consortium is paying a different salary, the applicant must provide a detailed breakdown of salaries and benefits for each center on the *Budget Breakdown* page. You can summarize the staff budget for each site on *Budget Detail* page.

On the grant under Site Organization Type, there is no option for consortium. What organization type should be used for a consortium?

Please select the organization type that best represents the fiscal agent of the grant. If the fiscal agent is within a school, select School District. If the fiscal agent is a non-profit organization, select from the list of non-profits (e.g. Non-Profit Agency - Boys & Girls Club).

Under the Timeline category of the grant, is there a way to add additional lines for completion of this question?

This section has been updated to include 32 rows.

Do you have a logic model that allows typing? The PDF I downloaded from E-Grants is locked, and that is 30 pages of copying info to recreate it?

A new fillable form version of the logic model has been uploaded to the E-Grants application. You can download the logic model, fill in the form, save it, and re-upload to the application.

May an entity receive funding to serve a school that has a Free-Reduced Lunch rate of less than 40%? If so, what else is needed to qualify the school to receive funding?

If you are applying as a consortium, the primary school (the school population that comprises at least 50% of your total enrollment) must meet the eligibility criteria outlined on slide 13 of the Application Guidance Webinar (posted to the OPI 21st CCLC website).

In the logic model it asks for a minimum of 60 hours of programming per month, and running 10 hours per week which is considered acceptable to receive bonus points, will not add up to 60+ hours per month. How does a program reach 60+ hours per month during afterschool hours?

The 60+ hours per month in the logic model is a five-year indicator to work toward our state goal, but the bonus points for the grant application are for programs that run a minimum of 10 per week for 28 weeks per year during the school year.

I am applying as a consortium this year. Do I need to complete a logic model for each site?

There is only one Logic Model per grant applicant, not by each center.

I am applying as a consortium this year. One of the schools that I would like to include does not have a 40% free and reduced lunch rate but is a Title 1 school. Can I apply for this school?

If you are applying as a consortium, the primary school (the school population that comprises at least 50% of your total enrollment) must meet the eligibility criteria outlined on slide 13 of the Application Guidance Webinar (posted to the OPI 21st CCLC website).

Our team is working on their grant application and one question came up about surveys. When it comes to measurement, it talked about conducting surveys 2 times a year; once in the spring and once at the end of the summer. We have never done an end of summer one, just the ones in the spring. Will the spring one be reopened for summer participants or will you be offering a separate summer survey?

There will be only one set of surveys per year, in the spring. Surveys will be sent for each of the following groups: School Administrators, Center Administrators, Center Staff, School-day Teachers, Students, and Parents.

What would be required to document/support that an LEA has designated a school to be “in need of intervention and support?” Is there a formal designation process schools use?

There are no formal criteria, it is up to the LEA to determine which schools within the district may need intervention and support, and provide their justification based on objective data. The justification must be written by the LEA and inserted into the Needs Assessment section of the application.

What are the scoring criteria that will be used by reviewers to determine whether an applicant will be able to receive the priority points in the category in which “applications proposing to target services to (II) enroll students who may be at risk for academic failure, dropping out of school, involvement in criminal or delinquent activities, or who lack strong positive role models; and “(ii) the families of students described in clause (i);” 4204(i)(I)(A)(i)(II)?

This is a zero or 10-point section based on the third-party readers’ determination if the applicant proposes to target services to one or more of the identified populations.

In the priority points section of the scoring rubric, a predetermined list of targeted schools is mentioned. Where do I obtain this list to see if my school is listed?

The OPI 21st CCLC program staff is waiting for the list of targeted and comprehensive schools’ list. We will post the list as soon as it is provided. Please see the first page of the 21st CCLC website for updates.

I have reviewed the scoring rubric for the 21st CCLC grant. It appears there are a possible 250 points for the application, 45 points possible for the logic model, 30 possible priority points, and 12 possible bonus points. Would you please explain how the point system works? Does this mean there are total possible points of 337? Are the bonus points and priority points weighted or is the application scored, then the bonus and priority points added to the total?

The application is scored as follows, Up to:

- 250 points for the base application
- 45 points for the Logic Model
- 30 points for the Priority Points
- +17 points for the Bonus Points
- **342 Total Points.**

The application is scored and then the priority points and bonus points will be added to the total.

We would like to expand 21st CCLC services to “X” Elementary School, would it be considered supplanting if we replace grant funding from a previous year?

If the previous grant is still running the program at “X” Elementary School, you can’t offer the same services to the same population with 21st CCLC funds; however, if the previous year’s grant is ending, then you may use 21st CCLC grant funds to run the program. You may also use 21st CCLC funds to expand the services or the population served at the “X” Elementary School.

Our Public Schools and the local University provide professional development training opportunities for our program for a nominal fee, if any. Could we consider this in-kind training towards the 5% for professional development?

A minimum of 5% of the budget must be set aside for professional development. If the program chooses to have in-kind training for your staff, this must be in addition to the original set aside budget of 5%. Required professional trainings include one state meeting (June MBI Summer Institute in Bozeman, MT) and two regional meetings per calendar year. Please refer to the 21st CCLC website under Professional Development for more information.

If there is a possibility of forming a consortium, do all organizations need to submit an Intent to Apply?

The Intent to Apply (New Vendor Process) is only required by new *non-school applicants that have never applied for grant funds through the E-Grants system*. If you are applying as a consortium, and the fiscal agent of the grant is a new non-school entity that has never applied for a grant through the E-Grants system, then that entity would need to request a “New Vendor Packet” from Amanda Domino, adomino@mt.gov.

If the fiscal agent is a public school, and they have accessed the E-Grants system in the past, then the Authorized Representative (AR), or other persons that the AR has requested access for, may logon to the E-Grants system to create a new application.

If the public school has never accessed the E-Grants system in the past, they need to go to the Welcome page of E-Grants, click on the “New User” link under the “Logon” section, and follow the instructions.

Does expanded services mean a larger population served or could it also include adding programming to the same population? For example, adding before school programming.

Expanded services can mean either adding on a new population or larger population and/or expanding programming to the same population.

In the past currently funded sites could only ask for the amount they received in the previous grant cycle. If we expand services, will we be allowed to ask for a larger amount to cover those services?

This is a new grant application; therefore, you may apply for up to \$300,000 per organization.

Regarding the statement during the webinar that part of the requirements for new grants will be “reaching 50% of the target population”: does target population refer to the identified specific group/number of students proposed to be served, or does it refer to 50% of the entire school’s population?

The target population refers to the identified specific group/number of students proposed to be served.

May an existing grantee whose grant is expiring re-apply to provide new service enhancements to the existing population currently being served, with new 21st Century grant funds?

Yes

If there are currently two different grantees serving different populations at the same school with both receiving funds, and one grantee’s 21st Century funding is expiring, may that expiring grantee re-apply to expand or enhance services at the same school, as long as they continue to be provided to different grade levels (populations)?

Yes, see the answer in the next question.

May two different grantees receive funding to serve different (populations) at the same school through this competition?

Yes, the Grant Guidance document (pg. 4) specifies that it is by population, not by school.

We are planning on applying as a consortium with a community based organization. We currently in the last year of our 21st CCLC grant and would like to know if we should apply as the fiscal agent or should the community based organization be the applicant?

The answer to this question is dependent on the school and community-based organization’s decision on what the best organizational structure is for both entities. Either entity can be the fiscal agent. After the decision is made, please ensure that the Memorandum of Understanding (MOU) covers all the components listed in the MOU section of the 2018 Grant Guidance Document (pg. 6). The Grant Guidance document is posted on the 21st CCLC website, under the 2018 E-Grants Application Information.

If we have been funded in the past, are we eligible for the full \$300,000 or are we limited since we have been funded previously?

If you have been funded in the past, and are applying in the 2018 competitive application, you may apply for the full \$300,000.00 per organization.

(NEW USER ACCESS TO THE E-GRANTS APPLICATION) If you have schools in different districts that want to work on the grant application in e-grants, how do you go about that everyone has the access to work in the system on the grant?

The Authorized Representative (AR), who is signing off on the grant application and submitting the grant application to the OPI, can request to have new users gain access to

the E-Grants application. The AR can allow multiple new users to the account. To request the new user, go to the E-Grants Welcome page, and click on “New User” under the “Logon” section. Follow the instructions to request a new account. Although anyone can request a new user account, the request will be forwarded to the AR, and only the AR can click the submit button to the OPI.

We are a community organization and faith based school. How do we obtain the October AIM Snapshot to obtain our free and reduced lunch rates?

As a private school, your free-reduced meal eligibility students will not be listed in the AIM system. The AIM system only contains data from public schools. The OPI does not collect any demographic data on private school students.

Additionally, our existing afterschool program serves multiple children from the surrounding school district. How do we ensure their count is included in ours? Will you send me the OPI AIM October snapshot please or a link to it? We believe we have a 40% poverty rate.

If you have public school students participating in the afterschool program, you will need to partner with the local public schools where the students attend, and obtain the necessary free/reduced meals status counts and any other Needs Assessment data through the local public-school district. **NOTE:** Please refer to Every Student Succeeds Act (ESSA) 4204(b)(2)(D) on the OPI’s 21st CCLC website.

We propose a nonprofit community partner and/or a consortium. If our partner provides state assistance to some families in need (scholarship grants) for portions of an existing after school program would you define the families served by a portion of the grant as supplanting, or rather simply expanding services that the state provides a portion for already?

It is not supplanting if you are expanding services or populations served; therefore, if you are using 21st CCLC funds to *expand* the program, it is not supplanting, but the 21st CCLC funds cannot be used to cover the piece of the program that is currently being supported by the scholarship grants.

If we unite with another organization, will we take their free and reduced lunch students into account in addition with our unique students identified by our school district Title I forms?

Our office is not aware of what comprises private schools’ Title I forms. If you unite with a local public school, you will use their free and reduced eligible students’ percentage for their students who attend your program. To calculate the free and reduced eligibility count for the students in the private school, use the figure from the schools those students *would attend* if they attended a local public school.

NOTE: To apply for the 21st CCLC grant, if your organization is not partnering with a local public-school district, then the local public district must provide documentation that they have determined that the private school is in need of intervention and support. This justification can be entered in to the Needs Assessment section of the grant application.

Where can I find the list of targeted schools for funding?

Once the list of schools providing comprehensive support and targeted support becomes available from the OPI, it will be posted on the first page of the 21st CCLC website, under the application information.

I understand that we need to login to E-grants to access the grant application. Where do we go from there?

If you have never applied for grant funds through the OPI's E-Grants system, email Amanda Domino, adomino@mt.gov , for the necessary paperwork.

If you have applied for grant funds through the E-Grants application in the past, follow these instructions:

12. Logon to E-Grants with your user name and password
13. On the Menu List page, select "eGrants Access/Select"
14. On the "Organization Search Results" page, click on the radio button in front of the school or organization name that you want to use to create a new application
15. Click "Select"
16. On the E-Grants Access Select page, next to the "Select Fiscal Year", click on the drop-down arrow and select "2019"
17. Under "Available", select the **"Title IV-B: 21st Century"** application
18. In the text box, enter the name for your new grant application
19. Click on the drop-down arrow in the "Select Project" text box and click on the option provided.
20. Click Create. This will open the application for you.
21. After you log out of the system the first time and then re-enter into the application to continue your work, you will need to go to the "E-Grants Access Select" page (steps 1-4), and enter the current fiscal year (2019). The 21st CCLC application you created will show under the "Competitive Grant" section.
22. Click on the arrow to the left of the application, and click "Open"

Is it allowed to submit data on a self-created spreadsheet?

The request to submit data on self-created spreadsheets has surfaced previously and program staff have determined this is not feasible. Programs can certainly use their own spreadsheets or data collection systems to *collect* daily attendance, activities, and staffing; however, when it is time to complete the data reporting, it must be reported in the Excel workbook and in the Google Sheets provided by the OPI. The reason for this is as follows:

After programs submit their data and the Data Control Specialist (Amanda Domino) conducts a quality assurance check, there is a process of aggregating the data from all 79 grantees into one report which gets uploaded to the federal system, and this process cannot occur if programs do not utilize a consistent form when reporting to the OPI. If we take data from one program in a unique spreadsheet, we would then have to allow all 78 other grantees to create their own spreadsheet which then creates issues on our end for appropriately reporting the data to the United States Department of Education, and to our state evaluator for local and state evaluation purposes.

The increased accountability is driving a need for more sophisticated data analysis through both our state and federal data collection and reporting. In the absence of a data collection system, systematic spreadsheets with formulas set to aggregate the way we need it is the lowest cost solution we have been able to create, and consistency from programs in how we receive the data is essential to the OPI being able to complete federal and state reporting.

Can you please tell me when the application webinar will be posted and/or if the posting address has changed?

The OPI staff is working to post the application webinar on the 21st CCLC website no later

than Friday, February 9, 2018. All grant application information, including the webinar is on the first page of the website.